



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

***REVISED**

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INSURANCE INVESTIGATOR

***\$2,540 - \$4,371**

MULTIPLE POSITIONS

LOS ANGELES

The Investigation Bureau of the Department of Insurance is seeking qualified individuals to independently perform investigations of average difficulty in connection with its regulatory and law enforcement activities.

RESPONSIBILITIES: Typical tasks of the Insurance Investigator include the collection and preservation of evidence to complete investigative assignments and for presentation at hearings, court proceedings and conferences; routine examination of books, records and accounts relative to insurance investigations; preparation of reports of investigation; testifying in cases involving violation of insurance law; review of applications and investigation of the personal history, character and employment record of applicants for insurance licenses; investigation of illegal practices of insurance companies; service of subpoenas and other legal processes; investigation of persons licensed under the Insurance Code for alleged violation of the insurance law; review of accident and claim records of insurance companies and State and local law enforcement agencies; gathering and evaluation of facts from insureds, insurance companies and from their agents and brokers and other sources.

DESIRABLE QUALIFICATIONS: Good communication skills -- speak and write in a clear, concise and effective manner; ability to gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations; participate effectively in conferences and interviews; and establish and maintain effective working relationships. Knowledge of research techniques, accounting principles and procedures. Possess a willingness to travel and work independently in the field.

WHO MAY APPLY: Applications will be accepted from current State employees at the Insurance Investigator level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Inez Armstrong, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Insurance Investigator #344-8575-002" on the State application.** For additional information, please call (916) 492-3271.

FINAL FILING DATE: UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

11/30/99